

RECREATION AND PARKS DIRECTOR

FLSA Code: E

Job Code: 5150

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work planning and directing recreational, leisure time and park activities for city residents; does related work as required. Work is performed under the general supervision of the City Manager. Supervision is exercised over all department personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, managing and evaluating all recreation programs, facilities, parks and landscaping activities; maintaining records and files; preparing reports.

Plans, organizes promotes and directs, through subordinate supervisors, the athletic, recreational and leisure activity programs and special events for all age groups;

Plans, coordinates and directs the landscaping, arboriculture, horticulture and parks development and maintenance programs and activities of the department;

Meets with civic organizations and with individual citizens in order to learn the desires of the community and promote interest in recreation and park facilities;

Directs work to be done in order to have the recreation center, equipment, facilities and land areas ready for use in carrying out programs;

Plans and develops recreational programs or approves activities, plans and methods proposed by staff or advisory Board of Recreation and Parks;

Evaluates the adequacy of existing recreation programs and works to secure needed alterations and additions;

Coordinates programs with and assists representatives of other groups in developing and extending recreational programs;

Prepares budget request for department and oversees expenditures of appropriated funds;

Works with school system on joint use of school facilities;

Supervises the preparation of reports and maintenance of a variety of records and reports;

Prepares and makes presentation to civic groups, boards and commissions, City Council and other citizen advisory groups;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in recreation, leisure services or related field and extensive experience in the administration, development and planning of recreational programs, parks management and supervision; comprehensive knowledge of all phases of community recreational activities and their administration, principles and methods of recreation; demonstrated experience in developing and executing a well-rounded program of recreational activities; demonstrated ability to cooperate with and interpret recreational philosophies to authorities, private groups, agencies and the general public, to establish and maintain effective working relationships with associates, to communicate effectively to diverse audiences, both orally and in writing and to prepare and present detailed reports. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.